



Trent Lakes Public Library

Library Assistant – Summer Student Position

Position: Library Assistant – Summer Student

Reports to: CEO

Date: November 2025

Job Description Status: Revised

Job Summary

The Summer Library Assistant supports the daily operations of the Buckhorn and Cavendish branches while helping to create a welcoming and engaging environment for all patrons. This role includes assisting visitors, maintaining library materials and spaces, and planning and delivering the Summer Reading Program in collaboration with the library assistants and CEO. It's a hands-on opportunity to gain experience in library services, develop customer service and organizational skills, and encourage a love of reading in the community. Availability of this position is subject to funding approval.

Duties and Key Responsibilities

Circulation Duties

- Check library materials in and out
- Register and update library user records
- Collect overdue fines and other related fees
- Place holds on requested materials
- Notify patrons when holds or interlibrary loans are available
- Answer telephone inquiries
- Ensure public-use equipment is operational and report issues to staff

Library Support and Customer Assistance

- Answer reference questions and assist patrons in locating materials
- Reshelve materials and maintain proper shelf order
- Regularly read shelves for missing, mislabelled, or damaged items

- Maintain the appearance of public areas, including displays and reading areas
- Assist patrons in using library technology, including computers, wireless internet, and personal electronic devices.
- Provide printing, photocopying, and faxing services for patrons, ensuring a positive and helpful experience.

Summer Reading Program

- Collaborate with the library assistants and CEO to plan and deliver engaging weekly programs that make reading fun and interactive for children
 - Work directly with preschool-aged and school-aged children to inspire a love of books and library use
 - Support the promotion of Summer Reading Club programs through creative displays, outreach activities, and community engagement
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Supervisory Responsibilities

- None
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Job Specifications

- Age: 15–30 years
 - Preference: Applicants enrolled in a Bachelor of Education, Early Childhood Education program, or equivalent
 - Demonstrated computer and internet skills an asset
 - Availability: June to August, Tuesday to Saturday, 30 hours per week
 - Valid Ontario Class G Driver's License and access to a personal vehicle required; submit 3-year uncertified driver's record with application
 - Must provide a satisfactory Police Record Check prior to employment
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Key Competencies

- Strong work ethic and self-motivation

- Ability to work effectively in a team and maintain constructive relationships
 - Clear and effective written and verbal communication skills
 - Public relations and customer service skills, demonstrating politeness and tact
 - Represent the Municipality positively and respectfully at all times
 - Maintain confidentiality of corporate information in accordance with the Municipal Freedom of Information and Protection of Privacy Act
 - Awareness of proper safety procedures and ability to follow policies, procedures, and relevant legislation (e.g., Occupational Health and Safety Act, AODA)
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Working Conditions

- Office environment at the Trent Lake Public Library Branches
 - Occasional stress from office interruptions, customer inquiries, and supervising young children
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Contacts

Internal: Librarian, Library Assistant, and municipal staff for information exchange

External: General public for information sharing and assistance
